

~~SECRET~~

**Types of work load**

**Hours per  
Month**

Preparing field sub-allotments  
Preparing reports  
Ledger postings  
Funds certifications made  
Cables and dispatches prepared  
Concurrence on cables and dispatches routed through Section  
Conferences and meetings  
Review of [REDACTED]  
Review of proposed regulatory issuances  
Agent Duty Status reports prepared and reviewed  
Maintenance of Taxi fund  
Preparation of travel vouchers  
Preparation of travel orders  
Preparation and review of Claims  
Maintenance of Time and Attendance Reports and distributing  
pay checks  
Log entries  
Review of projects for Administrative plans  
Collection of Hospitalization Insurance  
Maintenance of pending files on termination dates of contracts  
and maintenance of correspondence control on finance matters  
Budget preparation  
Miscellaneous (review of IBM runs, filing)

**Total**

25X9

25X1A

~~SECRET~~  
Security Information